

JOB POSTING

Position: **Mechanic Shop Assistant**
Reports To: **Maintenance Director**

Dept: **Terre Haute Fire Department**
Work Schedule: **8:00am-4:00pm M-F**

Purpose of this Position: The purpose of this position is to perform vehicle repair and maintenance work on the department's fire trucks and vehicles, ordering of parts and supplies. May be called upon to assume the duties of the Maintenance Director or Quartermaster in either of their absences.

Position Responsibilities (include but are not limited to the following):

- Performs mechanical repair work on fire pumpers, ladder trucks, squad cars, boats and other vehicles; performs tune-ups, brake work, transmission and engine work, hydraulics and electrical work.
- Replaces vehicle parts, including filters, belts, hoses, pumps, batteries, lights and fuses.
- Performs service work on vehicles, including oil and fluid changes, lubrication jobs, radiator servicing, brake inspections, air conditioning servicing and other related tasks.
- Inspects fire trucks and vehicles to ensure readiness for service; documents and schedules needed repairs and maintenance.
- Performs paint and body work.
- Performs all duties of a Firefighter and of attained rank.
- Performs other related duties as required.

Knowledge, Skills, and Abilities Required:

- Ability to classify, prioritize, analyze and record data.
- Ability to utilize a variety of reference, descriptive, advisory and design data and information, and use data to make technical decisions.
- Ability to exercise discretion in identifying and selecting from alternative courses of action must possess a detailed knowledge of department equipment and ability to analyze problems to determine appropriate response.
- Ability to operate a variety of tools and equipment, including mechanical tools, diagnostic machines, hand tools, welders and torches.
- Ability to perform addition, subtraction, multiplication and division, and to calculate decimals, percentages and fractions.
- Ability to exert heavy to extremely heavy, though not constant, physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials weighing up to and exceeding 100 pounds.
- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations or electric currents.

Minimum Qualifications:

- High school diploma or GED, supplemented by vocational or technical training in fire pump maintenance and repair.
- Equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this position.
- Must possess and maintain a valid Indiana driver's license.
- Must possess and maintain the following certifications with the State of Indiana: First-class Firefighter, Second-class Firefighter, Emergency Medical Technician, Hazardous Materials First Responder and additional certifications as may be required by the Terre Haute Fire Department

<p>Internal Candidates must complete and submit a Job Interest Form, attaching a current resume, to the Human Resources Department. Job Interest Forms are available for download on the City's Intranet site under HR section/Forms & Resources or you may contact HR at 244-2324.</p>
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How To Apply: Applications/Resumes and professional references will be accepted in person or by mail, fax or email your resume to:

City of Terre Haute
Human Resources
17 Harding Ave
Terre Haute, IN 47807

Confidential Fax: 812-244-2302 **Email:** george.henley@terrehaute.in.gov

Applications will be accepted until the position is filled.